

OFFICE OF SECURITY
RECORDS RETIREMENT PROGRAM

STATISTICS

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|---|-------------|
| 1. Total Inactive Records at Center | 855 cu. ft. |
| 2. Total Obsolete Papers Destroyed since 1955 | 18 cu. ft. |
| 3. Total Vital Records at Center (on Film) | 8 cu. ft. |
| 4. Records Retired in last 7 months | 209 cu. ft. |

TRAINING

1. In October, 22 clericals and secretaries attended a 3-hour workshop on Record Center Operations, Seven visited the Center.
2. of SRD visited the Center.

DEVELOPMENTS AND PLANS

1. Machine lists obtained from Office of Personnel and Medical Staff on personnel separations. Lists given to SRD.
2. Atomic Energy decision to destroy investigation files ten years after separation being examined for discussion with SRD.
3. New handbook on Records Center and Retirement Procedures reviewed for O/S distribution.
4. Up-dating of Records Retirement Schedule planned for Summer of 1962.

Attachments

Charts

- A - Offices attending Workshop
- B - Offices Retiring Records

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